

## DEVELOPMENT ORGANIZATION (D.O.)

### PLAN REVIEW

**Purpose:** The purpose of this document is to identify the information needed to initiate a review and to provide a checklist to ensure complete submittal.

I certify that I have submitted all of the required materials for this application. I understand that my plan review may be delayed if required materials are missing from the submittal package.

\_\_\_\_\_  
Project Applicant

\_\_\_\_\_  
Date

The following checklist outlines the detailed submittal requirements for the First Plan Review Cycle and any subsequent review cycles:

#### NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

For the specific requirements for your project, contact Development Organization staff at (510) 494-4480 or (510) 494-4487.

**Schedule Time Line:** At the time you file your application, a staff person will be assigned as your project coordinator. All communications about your application should be with your project coordinator. The first cycle of review is generally completed within 23 business days of application. Projects typically require two additional review cycles, second, third and subsequent cycles if needed will be completed in 12 business days. Upon approval of projects by all review disciplines, and compliance with all conditions, including payment of fees, barring any other legal prohibition, building permits will be issued.

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Project may be rejected and processing of the application will not occur until the submittal is determined to be complete.

**Fees:**

Fees in general can be categorized to two groups:

**A) Processing, review and inspection fees:**

These fees are aimed to cover the cost of providing services for processing, review of application and plans and inspection of the project during construction. Building, Planning, Engineering, Landscape Architect, Fire, Police and Environmental Services are usually involved in review and approval of projects. Review for these disciplines, except building, is charged on an hourly basis. Review fees for building code items are a percentage of the construction valuation of the building.

**Review and Processing Fees due at the time of submittal:**

1. The minimum deposit for your application for review by the Development Organization is \_\_\_\_\_. The minimum deposit is due at the time of submittal.

The actual charge will be based on staff time required to process the application including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be processed at the completion of the project review if excess funds have been paid.

2. Building permit plan check fee is to be paid at the time of submittal of First Plan Review and is a percent of the total building permit fee (based on construction valuation). This plan check fee covers the First Review and review of 2 resubmittals. Additional rechecks will be charged on an hourly basis.

**Inspection Fees:**

Building Inspection permit fees collected at the time of issuance of building permit and are used to provide funding for inspection services. Building Inspection fees are based on the valuation of the building construction. Fees for inspection of the trade permits such as electrical, mechanical and plumbing are charged based on the fixtures installed for most projects except for the multi-unit residential projects for which the trade fees are based on the building floor area.

## **B) Development Impact Fees:**

### **Commercial and Industrial Buildings**

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

### **Residential Developments**

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial buildings, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

All other associated fees are paid at the time of permit issuance. Encroachment permits are issued concurrently with the building permit.

**NOTE:** There may be other fees imposed by the City and other agencies (refer to the attached Agency Coordination Form) in addition to building permit fees, at time of building permit issuance, depending on the project and the Master Fee Resolution in effect at time of application.

### **First Plan Review (23 business days):**

This First Plan Review cycle is the first review of 90% completed working drawings and related design documents. This review requires submittal of all structural, architectural, civil, landscape, irrigation and grading plans. The submittal shall also include information necessary for review of fire code compliance and other specific Fremont Municipal Code and development policy requirements. The following information is required for submittal:

- **A. Ninety percent (90%) complete working drawings.**
- **B. A completed application form signed by:**
  - (1) **The current property owner(s), authorizing the project proposal.**
  - (2) **The signature of the person who prepared the submittal, certifying its accuracy and completeness.**
- **C. Addressing (if required):**
  - (1) **Application and instructions can be obtained at the Development Service Center or**
  - (2) **Online at <http://www.fremont.gov/CityHall/Departments/GIS.htm>**
- **D. Accurately dimensioned site plan showing:**
  - (1) **Detailed scope of work shown on cover sheet of plan set.**
  - (2) **Property lines.**
  - (3) **Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.**
  - (4) **Parking, vehicle circulation areas and driveways.**
  - (5) **Pedestrian ways and recreation areas, existing and proposed.**
  - (6) **Fencing.**
  - (7) **Easements on the property.**
  - (8) **Adjacent street rights-of-way.**
  - (9) **Existing street improvements, including median dividers.**
  - (10) **Signing and striping of the street frontage.**
  - (11) **Existing trees proposed or required to be preserved showing trunk locations, and accurate canopy outline. Groves may be shown in an outline.**
  - (12) **All fire hydrants within 300 feet of the project site.**
  - (13) **All land uses surrounding the project site (may be listed on a separate sheet).**

(14) Toe-of-the-Hill line and Ridgeline, where applicable.

(15) For projects in the Hill Area: detailed grading and drainage plan, showing existing and proposed contours, finished floor elevations and drainage facilities proposed for the site and any areas tributary to the site. (This information may be provided on a separate sheet.)

(16) Existing or proposed trash enclosures with truck access.

■ E. The number of plans and other items required to be submitted for the First Plan Review are:

(1) Six sets of full-sized plans (rolled). Seven sets required if hazardous materials involved.

NOTE: Full-sized plans submitted should be no larger than 30" x 42". Half-size sets are preferred accompanied by two full-size sets.

(2) Two sets of the following:

■ (a) Structural calculations.

■ (b) Specifications.

■ (c) Energy conservation calculations and required form.

☐ (d) Soil report and/or geological study (required for all new developments within the Hayward Fault Zone or State Liquifaction/Landslide Maps). Please call the Plans and Permit Division at (510) 494-4460. If you have specific questions about this requirement.

NOTE: It is mandatory for the architect and/or engineer for the project to provide an "ORIGINAL SIGNATURE" on page one of all multiple page drawings/documents being submitted to the Development Organization. A stamp facsimile signature is sufficient for the remainder of the pages of the drawings/documents.

■ (3) For residential buildings 50 years or older a complete Identification of Properties for Potential Historic Significance form shall be submitted.

■ (4) Single-Family Home Sustainable Practices & Green Building

■ F. Floor plans indicating intended uses in all areas, building sections, framing plans, structural and architectural details.

■ **G. Elevations drawn to scale (required for new buildings or exterior modifications only) showing:**

- (1) Each side of all proposed buildings and/or buildings proposed to be modified.
- (2) Finish color and materials for all architectural elements must be labeled and keyed to material board for all elevations.

■ **H. Complete civil drawings including:**

■ (1) **Grading and Drainage Plan showing the following:**

- (a) Existing and proposed grades, including estimated grading quantities.
- (b) Finish floor elevations.
- (c) Proposed source controls, stormwater treatment devices, hydromodification measures and site design measures.

**NOTE: The Alameda Countywide Clean Water Program Provision C.3 Technical Manual is available on-line at:**

**[www.fremont.gov/Construction/Stormwater Regulations/Development Submittal Requirements.htm](http://www.fremont.gov/Construction/Stormwater%20Regulations/Development%20Submittal%20Requirements.htm)**

- (d) Location, pipe sizes, construction slope, invert and grate elevations of proposed underground storm drain lines.

- (e) Hydraulic drainage calculations

(2) **Utility Plans showing water, sanitary sewer, gas, electric, and cable**

□ (3) **Street Improvement Plans and Details**

**NOTE: Street improvement plans must be prepared by a qualified civil engineer licensed by the State of California.**

■ **I. Title Report (dated within 6 months of application)**

■ **J. Landscape Plans, new or modified site, showing the following:**

- (1) Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site, and required right-of-way planting.
- (2) All trees graphically differentiated from other planting types.

(a) Design details and section drawings for all landscape architectural features such as wall fences, lighting, paving types and patterns, arbors, benches, fountains and other like features accurately showing size, scale, form, materials, and colors.

(b) Full automatic irrigation plans are required.

(c) Existing trees proposed for preservation.

**NOTE:** The City's Landscape Development Requirements and Policies are available online at:

[www.fremont.gov/CityHall/Departments/Engineering.htm#landscape](http://www.fremont.gov/CityHall/Departments/Engineering.htm#landscape)

■ **K. Tree Survey Plan showing the following:**

- (1) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
- (2) Tree(s) trunk six-inch DBH (trunk diameter at 4.5-feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy outline.
- (3) Trees labeled by number and tagged on-site per ISA standards.
- (3) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

**NOTE:** Additional analysis by a certified arborist may be required pending review of tree survey and other required project plans. If no trees exist on site, provide a statement by the civil engineer or surveyor indicating this, as an alternative to the required tree survey.

□ **L. Electrical, plumbing and mechanical plans, including equipment layout details and specifications.**

**NOTE:** More detailed plans and calculations may be required based on occupancy classification. Contact Plans & Permit staff at (510) 494-4470 for more information.

■ **M. For commercial projects, please provide the following statistics. They may be indicated on the site plan or on a separate sheet:**

- (1) Building floor area (measured from the exterior faces of the walls less any areas within the buildings devoted to parking/circulation, malls and similar areas).

- (2) Floor Area Ratio (FAR) calculations for commercial or industrial projects. When the FAR is proposed to exceed the threshold provided in the General Plan, the applicant shall include information to support the findings required. A separate application for increased FAR is required.
  - (3) Building coverage of site.
  - (4) Number of parking spaces, specifying the number of full size, handicapped, and compact spaces.
- N. A material and color sample board with an overall size no larger than 11" x 17". The sample board shall include exterior finish material and colors for all visible surfaces including ground paving, walls, roofs, glazing systems, etc. The manufacturer's or supplier's names along with the color code and model numbers for each material or color shall be included on the material and color board. Any additional information necessary to clearly identify the specific materials proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the elevations.
  - O. Complete and sign Form 3205 indicating whether there is a use or potential use of hazardous materials.
  - P. Complete and sign the Hazardous Waste and Substances Sites List indicating whether the project site is found on the list pursuant to California Government Code Section 65962.5.
  - ☐ Q. Environmental impact assessment application/questionnaire.
  - R. Completed Impervious Surface Area, Stormwater Treatment and Hydromodification Measures form for all projects on lots  $\geq$  10,000 square feet.
- Note: This form may be found at: [www.fremont.gov/Construction/StormwaterRegulations/DevelopmentSubmittalRequirements.htm](http://www.fremont.gov/Construction/StormwaterRegulations/DevelopmentSubmittalRequirements.htm)
- S. Plans for Best Management Practices (BMP) appropriate for the proposed development to prohibit pollutants from entering into stormwater runoff. The BMP plans shall include measures for construction, long term operation, and maintenance of the project.
    - (1) Erosion Control Plan
    - (2) Stormwater Pollution Prevention Plan (projects disturbing 1 acre or more of land area) and evidence of filing for a Notice of Intent with the Water Board (i.e. WDID number); or City of Fremont Statement of Stormwater Pollution Prevention (projects disturbing less than 1 acre of land).
    - (3) All projects incorporating stormwater treatment measures and/or hydromodification measures will be required to complete a Stormwater Treatment Measures Maintenance Agreement (aka Operations and



Maintenance (O&M) Agreement). The agreement shall include all completed exhibits and shall be executed between applicant and City of Fremont prior to permit issuance.

- ☐ T. Draft stormwater management plan
  - (1) Preliminary treatment plan prepared by a civil engineer identifying BMP types and locations, drainage areas, sample sizing calculations, and potential on-site pollution sources.
  - (2) Preliminary hydromodification management measures identifying BMP type and location, coordination with stormwater treatment and/or flood control, and preliminary calculations.

NOTE: Geological and soils report will be required for all new buildings at the first cycle review.

**Second Plan Review (12 business days):**

This review is the review of corrected working drawings for compliance with building codes, other city ordinances, outstanding comments resulting from First Plan Review, and conditions of Preliminary Review or other discretionary approval.

NOTE: Your First Plan Review comment package will include instructions on how many plans to submit for the second and subsequent reviews.

- A. Items required to be submitted for the Second Plan Review shall include:
  - (1) Written response to City staff comments
  - (2) Corrected complete sets of plans with the original set as annotated by staff and a cover letter indicating the location of all corrections.
  - (3) Corrected or updated calculations, specifications, reports and/or studies.
  - (4) Proof of submittal to other agencies if required for the project (e.g. ACWD, USD, PG&E, Alameda County Flood Control, Alameda County Health Department, etc.
- ☐ B. Two sets of single line plot plans for subdivisions shall be submitted with the Second Plan Review.

For a single family residential development: Single line plot plans for each lot, At a minimum scale of 1 inch equals 20 feet, showing all lot lines, easements, building setbacks and retaining wall locations, along the building pad elevation, model number, address, tract and lot number.

- C. The first draft of the complete O&M Agreement, including all exhibits, shall be submitted with the second plan review. **Failure to include the O&M Agreement with the second submittal package will result in rejection of the submittal**

package. Template documents and guidance may be found at [www.fremont.gov/Construction/StormwaterRegulations/Development Submittal Requirements.htm](http://www.fremont.gov/Construction/StormwaterRegulations/Development%20Submittal%20Requirements.htm)

**NOTE:** It is mandatory for the architect and/or engineer for the project to provide an “ORIGINAL SIGNATURE” on page one of all multiple page drawings/documents which are submitted to the Development Organization. A stamp facsimile signature is sufficient for the remainder of the pages of the drawings/documents.

**How can I get additional information?**

**NOTE:** If additional information or clarification is needed regarding an application for Development Organization review, contact the Development Organization staff at (510) 494-4480.

**Information sheet furnished by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Direct Line Phone: (510) 494-**\_\_\_\_\_ **for proposal:**

**Proposal:**

\_\_\_\_\_  
\_\_\_\_\_

**Attachment: Agency Coordination List**